

RESUME

CONTACT INFORMATION

SHUBHAM BHATT

Add. Hamirgarh Station,
Near Police Station,
Bhilwara(Raj.,
Contact No. 8386891383,
Email : sb882244@gmail.com

To,
The Manager,
Dear Sir/Madam,
Sub.: Application for a job in your organization.

I would like to apply for a job in mechanical department in your esteemed organization. It would be a good experience for me and would prove beneficial for my career. Please find enclosed my curriculum vitae for your perusal & consideration.

Given an opportunity, I am confident that I would be able to fulfill the responsibilities to the best of my capabilities. I am waiting for a positive response.

Thanking you,

Yours Sincerely,
Shubham Bhatt

CAREER OBJECTIVE

A responsible and challenging position that will allow me to explore and enhance my abilities, skill and sense of dedication toward my duties with an aim of contributing toward the progress of the organization. Being a result oriented, determined and dynamic person I look forward to being an active and useful member of your organization.

ORGANIZATION EXPERIENCE

- Working with Mahindra & Mahindra Bhilwara Argo Auto Services Pvt. Ltd. as a Relationship manager. In the Maintenance & Service Department from 3rd September 2013 to May 2017.
- Working with Mahindra & Mahindra Bhilwara Agro Auto Services Pvt. Ltd. as a service manager from June 2017 to March 2021

- Working with Sandeep hyundai bhilwara as a Service Manager from November 2021 to march 2023
- Working with Concept hyundai (Ahmedabad) as a Service Manager from April 2023 to march 2024
- Currently working with Navjivan Hyundai (Surat) as a Service Manager.

MAJOR RESPONSIBILITIES

- Take a morning meeting with staff on w/shop floor on a daily basis and discuss pending vehicle new circular , recall, service action, targets and revenue etc.
- Manages quality service and on time delivery of vehicles in order to ensure growth and expansion to achieve targets.
- Review the complaints and handle the dis – satisfied customer complaints
- Take report form BSM/F. Supp.daily service load and accidetal vehicle status.
- Take a morning meeting with the customer care team and discuss working on a daily basis.
- Submission the report to GM. Regarding daily workshop reports.
- Achieve all targets given by head authority.

PERSONAL SKILL

- Very fast Learner.
- Ability to adapt to any work environment.
- Able to execute given assignments efficiently on time.
- Self- Motivating.
- Helping Colleagues. Resulting in enhancement of their skill and understanding the job.

TECNICAL QUALIFICATION

- Diploma in automobile Engg. From Joshis Kohinoor Technical Institute, Mumbai (Borivali)

EDUCATIONAL QUALIFICATION

- Senior Secondary Passed from R.B.S.E, Ajmer.
- Secondary Passed from R.B.S.E., Ajmer.

SOFTWARE PROFICIENCY

- Knowledge of Operating System- Window – 95, 98 ,2000,XP & Vista.

PERSONAL DETAILS

Father's Name	:	Mr. Chandrashekhar Bhatt
Date of Birth	:	3 rd Sep. 1993
Gender	:	Male
Marital Status	:	married
Place of Birth	:	Rajasthan
Nationality	:	Indian

Languages Known : Hindi & English
Hobbies : Listening Music

EXTRA CURRICULAR ACTIVITIES

- Particular in Various Social Activities like Blood Donation, Tree plantation (Green Project)
- Participated in Various Cultural Activities like Drama., Street Play

All statements made by me are true, complete and correct to the my knowledge. I understand that in the event of any information furnished being found false or incorrect. My candidature I Appointment is liable to be rejected if I terminate.

Thank you

Yours Faithfully
Shubham Bhatt